

State of Hawaii  
Department of Labor and Industrial Relations  
Office of Community Services

## **Addendum Number 2**

**September 29, 2006**

**To**

### **Request for Proposals**

- RFP No. OCS LBR 903-01    Employment Core Services for Low-Income Persons    Issued: September 13, 2006**
- RFP No. OCS LBR 903-02    Employment Core Services for Immigrants    Issued: September 13, 2006**
- RFP No. OCS LBR 903-03    Employment Core Services for Refugees    Issued: September 13, 2006**
- RFP No. OCS LBR 903-04    Employment Creation for Low-Income Persons, Immigrants and Refugees    Issued: Sept. 13, 2006**
- RFP No. OCS LBR 903-05    Child Care Services for Head Start Parents    Issued: September 12, 2006**
- RFP No. OCS LBR 903-06    Transportation Services for Low-Income Persons    Issued: September 12, 2006**
- RFP No. OCS LBR 903-07    Food Collection and Distribution Services for Low-Income Persons    Issued: Sept. 14, 2006**
- RFP No. OCS LBR 903-08    Youth Services for Immigrants    Issued: September 14, 2006**
- RFP No. OCS LBR 903-09    Weatherization Assistance Program for Low-Income Persons    Issued: September 13, 2006**

September 29, 2006

**ADDENDUM NO. 2**

To

**REQUEST FOR PROPOSALS**

<b>RFP No. OCS LBR 903-01</b>	<b>Employment Core Services for Low-Income Persons</b>
<b>RFP No. OCS LBR 903-02</b>	<b>Employment Core Services for Immigrants</b>
<b>RFP No. OCS LBR 903-03</b>	<b>Employment Core Services for Refugees</b>
<b>RFP No. OCS LBR 903-04</b>	<b>Employment Creation for Low-Income Persons, Immigrants and Refugees</b>
<b>RFP No. OCS LBR 903-05</b>	<b>Child Care Services for Head Start Parents</b>
<b>RFP No. OCS LBR 903-06</b>	<b>Transportation Services for Low-Income Persons</b>
<b>RFP No. OCS LBR 903-07</b>	<b>Food Collection and Distribution Services for Low-Income Persons</b>
<b>RFP No. OCS LBR 903-08</b>	<b>Youth Services for Immigrants</b>
<b>RFP No. OCS LBR 903-09</b>	<b>Weatherization Assistance Program for Low-Income Persons</b>

The Department of Labor and Industrial Relations, Office of Community Services, is issuing this addendum to the aforementioned RFP Numbers and RFP Titles for the purposes of:

- ☒ Responding to questions that arose at the orientation meeting of September 27, 2006 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☐ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to <new date>.

- ☒ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☐ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:

Keith Yabusaki

Phone: (808) 586-8680

E-mail address: [keith.y.yabusaki@hawaii.gov](mailto:keith.y.yabusaki@hawaii.gov)

Address: 830 Punchbowl Street, Room 420

Honolulu, Hawaii 96813

Written Responses to Question Raised by Applicants Regarding  
**RFP No. OCS LBR 903-01: Employment Core Services for Low-Income Persons and RFP No. OCS LBR 903-02: Employment Core Services for Immigrants**

- 1. In regards to “highly challenged” criteria, what is OCS’ definition or description of homelessness? Who is considered homeless by OCS standards? Are the criteria for highly challenged negotiable? Are these conditions set in stone?**

“Homelessness” for purposes of RFP No. OCS LBR 903-01 and RFP No. OCS LBR 903-02 is defined in Section 2, page 2-12 and Section 2, page 2-13, respectively. For purposes of both RFPs, “homelessness” means that, at the time of intake, the client does not reside in a house or an apartment.

While OCS is willing to listen to concerns individual service providers may have, the highly challenged criteria set forth in RFPs No. OCS LBR 903-01 and No. OCS LBR 903-02 are indeed final. In other words, OCS remains willing to discuss the facts of a particular case, but the controlling framework for such discussions is currently set forth in RFPs No. OCS LBR 903-01 and No. OCS LBR 903-02.

- 2. How do we obtain clients? Are clients referred to our agency?**

Agencies are responsible their own outreach activities and recruitment of clients. OCS will not be making referrals.

- 3. Have demographics been compiled from agency data to show where the need for services exist and if so are they available?**

No, demographic data to show where services are needed have not been compiled from past agency data. If there is enough interest, this is a possibility of looking more closely where services are needed. Notably, RFPs No. OCS LBR 903-01 and No. OCS LBR 903-02 require applicants to demonstrate via data that a need exists in the area they are proposing to serve.

- 4. How are we to do an income determination of potential immigrant clients? Immigrants are required to have a sponsor. Therefore, does the income of the sponsor count as income for the potential immigrant client? This would then lessen immigrant client eligibility.**

Income eligibility is determined by reference to the applicable Federal Poverty Guidelines for Hawaii. The income of the sponsor is relevant and must be

included if the sponsor is included in the household of the potential immigrant client.

Once again, OCS remains willing to discuss any particular cases wherein the provider may believe a strict application of the Federal Poverty Guidelines for Hawaii would create a severe injustice. Final determinations regarding cases brought to the attention of OCS rest within the discretion of OCS.

**5. Can an agency apply for milestone payments for both classroom and one-on-one training for the same client?**

No. For each eligible client, an agency can file for Milestone 2 either for classroom, curriculum-based instruction or one-on-one training, but not both. Remember, do not place disproportionate emphasis on the designated name of a particular service (either classroom, curriculum-based or one-on-one training). Rather, pay heed to the **substance** of the minimum requirements for the particular service. If your particular service meets the minimum requirement for a particular type of training, then the service provider is eligible to charge for that service.

**6. For Milestone 2, if a client almost completes the required hours but misses an appointment or class causing the client to fall short of the minimum hours, will an agency be prohibited from collection for Milestone 2?**

Not necessarily. OCS is willing to listen to any extenuating circumstances and will consider such circumstances on a case-by-case basis.

**7. For Milestones 4, 5, and 6, if attempts to contact the client have been made, but have been unsuccessful, will an agency be prohibited from charging for Milestones 4, 5, and 6?**

Not necessarily. OCS will be willing to examine the file to see documented evidence of good faith efforts undertaken by agency staff to contact the client. A determination regarding substantial compliance with the minimum requirements lies within the sound discretion of OCS.

**8. In regards to Milestones 4, 5, and 6, is a copy of paycheck or employer verification in writing required once a month for the 12 month tracking period?**

No. The applicable text of the RFP for Milestones 4, 5, and 6 read:

“Minimum Requirements:

A minimum of one (1) documented contact per month; **and**  
Copy of paycheck; or  
Employer verification in writing.”

The only thing that is required to be done “per month” is a documented contact with the client. “Per month” does **not** modify “Copy of paycheck” or “Employer verification in writing.”

A copy of the participants’ paycheck or verification from employer needs to be collected as follows:

To charge out for Milestone 4, a copy of the participants’ paycheck or verification from employer must be in the file that demonstrates the participant has been employed for ninety (90) days within a one hundred thirty-five (135) day period from the confirmed job start date.

To charge out for Milestone 5, a copy of the participants’ paycheck or verification from employer must be in the file that demonstrates the participant has been employed for one hundred eighty (180) days within a two hundred seventy (270) day period from the confirmed job start/placement date.

To charge out for Milestone 6, a copy of the participants’ paycheck or verification from employer must be in the file that demonstrates the participant has been employed for three hundred sixty five (365) days within a four hundred fifty-five (455) day period from the confirmed job start/placement date.

Responses to Question Raised by Applicants Regarding  
**RFP No. OCS LBR 903-03: Employment Core Services for Refugees**

1. **In Section 2, Service Specifications, Item II General Requirements, No. 2, there is a reference to serving low-income children. Is this correct?**

This error has already been corrected in Addendum 1.

2.

***Subsection Page***

**Section 2, Service Specifications**

II. E. 2-4

The conditions for extension should read: This contract will be one-year in length, with the option of an extension of up to **twelve (12)** months, subject to the availability of funds and satisfactory provider performance.

Responses to Question Raised by Applicants Regarding

**RFP No. OCS LBR 903-04: Employment Creation for Low-Income Persons, Immigrants and Refugees**

1. **Is there an administrative fee cap? Say similar to that imposed by the Federal government?**

No, there is no administrative fee cap. However, OCS would definitely look at and require an adequate budget justification for any unusually large administrative costs.

Responses to Question Raised by Applicants Regarding

**RFP No. OCS LBR 903-06: Transportation Services for Low-Income Persons**

1. **Service Provider made inquiry of OCS staff reference to Program Information Report (PIR) in Transportation handout?**

PIR is a general report based upon program progress reports and does not refer in any way to the Head Start PIR.

2. **Does transportation services applies to prisoners?**

Yes.

- 3.

***Subsection Page***

**Section 5, Attachments**

C.	5-4	Should read FY 2008 and FY 2009 instead of FYs 2006 and 2007.
----	-----	---

Responses to Question Raised by Applicants Regarding

**RFP No. OCS LBR 903-07: Food Collection and Distribution Services for Low-Income Persons**

- 1.

***Subsection Page***

**Section 2, Service Specifications**

.	Program Title should read Food Collection and Distribution Services for Low-Income Persons and not Youth Services for Immigrants.
---	---

Responses to Question Raised by Applicants Regarding ALL RFPs

<b>RFP No. OCS LBR 903-01</b>	<b>Employment Core Services for Low-Income Persons</b>
<b>RFP No. OCS LBR 903-02</b>	<b>Employment Core Services for Immigrants</b>
<b>RFP No. OCS LBR 903-03</b>	<b>Employment Core Services for Refugees</b>
<b>RFP No. OCS LBR 903-04</b>	<b>Employment Creation for Low-Income Persons, Immigrants and Refugees</b>
<b>RFP No. OCS LBR 903-05</b>	<b>Child Care Services for Head Start Parents</b>
<b>RFP No. OCS LBR 903-06</b>	<b>Transportation Services for Low-Income Persons</b>
<b>RFP No. OCS LBR 903-07</b>	<b>Food Collection and Distribution Services for Low-Income Persons</b>
<b>RFP No. OCS LBR 903-08</b>	<b>Youth Services for Immigrants</b>
<b>RFP No. OCS LBR 903-09</b>	<b>Weatherization Assistance Program for Low-Income Persons</b>

**1. Do we prepare a budget for each fiscal year or one budget for two-years?**

Either way is acceptable with the exceptions of RFP No. OCS LBR 903-03 (Employment Core Services for Refugees) and RFP No. OCS LBR 903-09 (Weatherization Assistance Program for Low-Income Programs) for which a budget must be prepared for each year of the biennium. The budget needs to be simple and clear enough that the evaluator should be able to understand the cost items and how they relate to the service being proposed.

**2. If an applicant is submitting multiple proposals for different RFPs, can applicants submit a single copy of attachments and documentation?**

No. Each application stands on its own.